

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Telecommunications Systems Manager I (Specialist)	<b>DISTRICT/DIVISION/OFFICE</b> 56/Maintenance/Office of Radio Communications Engineering	
<b>WORKING TITLE</b> Radio Support Branch Technical Lead	<b>POSITION NUMBER</b> 913-640-5135-918	<b>EFFECTIVE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

The Office of Radio Communications is responsible for the planning and management of a diverse array of communications systems statewide. Under direction from the Chief, Office of Radio Communications (ORC), the incumbent is responsible for leading and providing technical support to complex statewide telecommunications projects associated with the installation, maintenance and operations of statewide wireless (including radio and satellite) and wired telecommunications systems.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

**40% (E)    Project Leader**

- Coordinate and lead engineering and field testing of current and new technologies, equipment and services determined to meet the Department's needs.
- In conjunction with Headquarters and District staff, lead a project team with the planning, budgeting, and procuring of complex public safety communications systems and services by defining operational requirements, and identifying mechanisms for system implementation.
- Research voice/data communications technologies, equipment, systems and services for use within the Department's infrastructure.
- Develop proposals, including budget and implementation plan in order for the Department to incorporate emerging technologies into Traffic Management Centers, District Offices, Region Offices, and Maintenance Stations.
- Serve as project leader and consultant to Headquarters and District staff relevant to the Department's public safety communications Program.

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<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

**35% (E) Subject Matter Expert**

- Evaluate current equipment features, performance and services to ensure that equipment and services are meeting the Department's communications needs. As the subject matter expert, provide recommendations of equipment and system changes to Headquarters and District management that are better able to meet the Department's needs.
- Identify, evaluate and perform technical analysis of competitive equipment, systems and services that may enhance the Department's communications capabilities. Arrange for, and coordinate project demonstrations.
- Perform complex analytical studies and develop technical reports for Headquarters' and District management review.
- Ensure equipment and system testing and evaluation of emerging technologies are completed as they relate to the Department's communications projects.
- Assist Headquarters and District staff with daily activities and serve as the technical project advisor.

**15% (E) Management Technical Consultant**

- Assist management with the evaluation of staff performance and technical attributes in the performance of their responsibilities.
- Provide recommendations to staffing, organization, and the delegation of responsibilities to ensure continued operations.
- Assist management with developing priorities and balancing work efforts to achieve successful implementation of all Department communications projects.
- Assign, review, and monitor the work of two Telecommunications Systems Analysts II positions, and one Property Controller II position. Ensure that the workload is balanced to the extent possible.
- Provide guidance on various effective solutions and maintain cooperative relationships with the Districts, external partners, control agencies, and vendors.

**5% (E) Best Practices**

- Attend technical forums, seminars and training; establish and maintain relationships with the Department's partners, external stakeholders and the vendor community; participate in communications committees, task forces and advisory groups relevant to the Department's project implementation.
- Advise Headquarters' and District Management on matters related to radio communications systems trends and best practices by providing timely and accurate technical reports.
- Work with the Division of Research and Innovation to determine feasible communications equipment and technologies that warrant further investigation.

**5% (M) Continuity of Operation**

- In order to maintain on-going operational needs, may perform portions of duties normally assigned to other staff positions, as required, in order to support the Department's missions, goals, objectives, and to maintain critical statewide public safety communications systems.
- Act as ORC liaison with all entities (Division of Accounting, Division of Budgets, Division of Procurement and Contracts, State Controllers Office) that require fund transfers and/or disencumbrances to ensure that all actions occur in the appropriate fiscal timeframes.
- Coordinate with Headquarters, the Districts and Public Safety Communications to evaluate applications and progress of the radio program.

**SUPERVISION EXERCISED OVER OTHERS**

This position does not supervise, but acts as a leadperson over two Telecommunications Systems Analyst II positions, and one Property Controller II position.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

The incumbent must have a basic knowledge of the theory of communications systems as well as have the ability to interpret the law on those matters pertaining to access, easements and occupancy of communications facilities. The incumbent must use their knowledge in the use and acquisition of telecommunications facilities for the purpose of providing an efficient and economical statewide telecommunications system.

The incumbent must have thorough understanding of: analytical techniques and organizational theory, principles of human relations, employee safety and health, business administration, the State government administrative processes, group leadership, and principles of data processing and automation. The incumbent must exercise a high degree of diplomacy, discretion and good interpersonal skills.

The incumbent must be able to gain knowledge regarding the Coding Manual, State Telecommunications Management Manual, State Administrative Manual, and Maintenance Manual.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Recommendations or decisions made by the incumbent will directly affect the management of the Department's radio communications program. Recommendations or decisions made by the incumbent could result in inappropriate expenditures with regards to leased telephone circuits, facility lease agreements or interagency agreements statewide.

Failure to maintain accurate budget information will result in incorrect budgetary decisions, including loss of funding for the ORC. Inaccurate information will hinder the ORC's ability to plan and schedule work, and could result in increased telecommunication costs, as well as project delays.

Failure to learn, and maintain a clear understanding of, State and Federal telecommunications rules, regulations, policies and procedures could result in fines levied against the Department, as well as a decreased level of services provided to our internal and external customers. Additionally, without this understanding, the incumbent would not be able to adequately represent the Department at the Statewide Telecommunications Users Forum (STUF).

Failure to maintain accurate files and data can result in violation of Department policies or State mandates. Tasks associated with this position require responses in a timely manner. Failure to respond in a timely manner can result in the delay of critical decisions which can impact budget issues, legal issues, or internal affairs.

## **PUBLIC AND INTERNAL CONTACTS**

Provide representation for the Department at the STUF. The STUF is comprised of telecommunications managers from all state agencies.

The incumbent has daily contact with the ORC engineers for inventory analysis, installation, maintenance and operation of the Department's statewide public safety radio system. Contact with the District radio engineers and radio coordinators will be on a day to day basis. Frequent contact will also be made with the private sector, the Governor's Office of Emergency Services/Public Safety Communications and other Federal, State and Local agencies.

## **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Incumbent will be required to sit for extended periods of time performing computer work (using a keyboard and video display terminal), reading or preparing documentation, analyzing data (using spreadsheet and reports), or attending meetings. Incumbent is required to lift up to 15 pounds. Incumbent must be able to work in a stressful environment: working within tight timeframes, short-term deadlines, and changing priorities. Incumbent will be required to work under heavy time constraints. The incumbent will be required to deal with difficult situations and address customer concerns in a professional manner. Incumbent must have the ability to develop and foster positive relationships with staff internal and external to the Department. Incumbent must be willing to bring issues, concerns, and discrepancies to the attention of the ORC management to ensure a proper and timely resolution.

Typically, the incumbent uses a PC and/or telephone (may include a headset) to complete the duties of this position. The incumbent is provided with workspace, in a modular desk and chair configuration, to perform their duties. Occasionally, the incumbent will be required to visit radio facilities, which may be located off-road, at mountaintops statewide. While on travel status, the incumbent may handle or carry office/training materials in boxes typically weighting up to 15 pounds.

## **WORK ENVIRONMENT**

The incumbent works on the third floor of a six-story, climate-controlled, building in downtown Sacramento. The work environment has: stairs, elevators, carpet, and artificial lighting. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Please Print:

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EMPLOYEE'S NAME

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EMPLOYEE'S SIGNATURE

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DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Ferdinand Milanes

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SUPERVISOR'S NAME

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SUPERVISOR'S SIGNATURE

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DATE